



MUSCOGEE (CREEK) NATION

Personnel Services – P.O. Box 580 – Okmulgee, OK 74447 – (918) 732-7827

JOB OPPORTUNITY

JOB TITLE: TEACHER AIDE

SALARY RANGE: \$11,876.80 - \$15,496.00

LOCATION: MUSCOGEE (CREEK) NATION CHILD CARE
Eufaula, Holdenville, Okemah, Okmulgee, Sapulpa, Tulsa

JOB DUTIES: Under the supervision of the Teacher, the Teacher Aide shall assist in the promotion of child development by helping plan the daily program and activities of the center. Shall provide and care for all children enrolled with the center. Shall assist in the preparation of lesson outlines and plans in assigned areas. Shall prepare and develop various teaching aids to present subject matter to children in a clear and understanding nature. Shall observe and record activities and behavior of all children and assist children individually or in groups with all aspects of learning. Shall complete and submit all necessary reports and information to the immediate supervisor in a timely manner. Shall prepare meals and snacks. May work rotating shifts. Shall perform any and all other duties as assigned.

JOB QUALIFICATIONS: High School Diploma or equivalent and prior experience working in a day care/child care center environment. Must submit to and pass all necessary background checks and drug testing. Must possess a valid drivers license.

***COMPLETED EMPLOYMENT APPLICATION IS REQUIRED**

INDIAN PREFERENCE

CLOSING DATE: OPEN UNTIL FILLED

SEND APPLICATIONS TO: Muscogee (Creek) Nation Personnel Services
P.O. Box 580
Okmulgee, OK 74447
Fax: (918) 756-2284
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